

Agenda OneSC Reengineering Sessions

Monday, July 25 2005

08:00 – 08:15	Registration	
	This session will be attended by all members of each development team	
08:15 – 09:00	View from the Top	Ray Orbach Jim Decker Don Erbschloe
09:00 – 09:30	SC Reengineering Process	Jeff Roberts
	Review of Science Management System (SCMS) approach and hierarchy of products	
09:30 – 10:15	Introduction to Workshop logistics and results	Facilitator
	<u>Expected Results</u> <ul style="list-style-type: none"> • <i>Management System Description (MSD) 90% complete</i> • <i>List of Subject Areas (SAs)</i> • <i>Completed requirements matrix</i> • <i>Action Plan to complete reengineering</i> • <i>Notices Of Intent (NOI) drafted for each SA</i> 	
10:15 – 10:30	Break	
10:30 – 11:30	Open Forum for Questions/Clarifications	Facilitator
11:30 – 01:00	Lunch (provided)	
<u>Break out Sessions:</u> <p>Beginning here and continuing for the remainder of the week, each management system development team and their facilitator shall meet separately. The remainder of the agenda is applicable to each team and accordingly, time segments represent a guide to assist each Management System Owner (MSO)/Facilitator toward achieving the workshop objectives</p>		
01:00 – 01:15	Introductions	MSO/Facilitator
01:15 – 04:45	MSD Development/Preparation	Facilitator
	<ul style="list-style-type: none"> • <i>Management System Description Overview</i> 	

This is a scoping discussion to engage team members in the work ahead including:

- Discussions of external and internal drivers, emerging issues, high-risk issues, and potential subject areas.
- What current events affect our thinking?
- What key services and products are provided by the MS?
- What key services and products are needed by the MS to operate?

- *Actions required to complete MSD*

Reference documents:

- Sample MSDs from Richland Information Management System (RIMS)/contractors
- MSD template/guidance

04:45 – 05:00 Wrap-up

Tuesday, July 26 2005

08:00 – 08:30 MSO Discussions/issues Facilitator

- *Review progress, anything learned that bears sharing*

08:30 – 10:15 MSD Development/Preparation Facilitator

- *Each team will review information and begin to define/draft sections of the MSD*

10:15 – 10:30 Break

10:30 – 12:00 Subject Area Development Facilitator

- *Draft list*
- *Draft overviews*
- *Identify Subject Matter Experts (SMEs) if possible*

Reference Documents:

Requirements listing

Listing of current procedures at SC sites

SC MSD

SC Functions Responsibilities Accountabilities Manual (FRAM)

RIMS Subject Area list (from RIMS MSD)

12:00 – 01:00 Lunch

01:00 – 02:30 Continue with Subject Area Development Facilitator

02:30 – 02:45 Break

02:45 – 04:45 Requirements Mapping Facilitator

- *Using requirements matrix, identify high-risk requirements*

- *Map high-risk requirements to Subject Areas*

Reference Documents:

Requirements listing

Listing of procedures

SC MSD

SC FRAM

RIMS Subject Area list (from RIMS MSD)

Technical staff will break away from this session to begin drafting MSD

04:45 – 05:00 Wrap-up

Wednesday, July 27 2005

08:00 – 08:30 MSO Discussions/issues

- *Review progress, anything learned that bears sharing*

08:30– 10:15 Continue Requirements discussion Facilitator

Technical staff will break away from this session to draft MSD

10:15 – 10:30 Break

10:30 – 12:00 Continue Requirements discussion Facilitator

12:00 – 01:00 Lunch

01:00 – 04:45 Review/Comment/Revise draft of MSD

Each team will use a Proxima to view screen versions of draft MSD to collect comments and suggested re-writes on a real-time basis

04:45 – 05:00 Wrap-up

Thursday, July 28, 2005

08:00 – 08:30 MSO Discussions/issues Facilitator

- *Review progress, anything learned that bears sharing*

08:30 – 09:30 “Sanity Check” Facilitator

- *Brief discussion of any items that need revisiting or issue resolution on products developed to date: Requirements, Management System Description, Subject Area, etc.*

09:30 – 10:30 “Initial” list of OneSC Procedures

- *To the extent possible, teams will identify an initial list of prospective OneSC procedures, using group effort and dialogue thus far and a review/discussion of existing Standard Operating Procedures at SC locations.*

10:30 – 12:00	Develop Action Plans/NOIs	Facilitator
	<ul style="list-style-type: none"> ▪ <i>Schedules, team assignments for developing Subject Areas – facilitator is limiting resource</i> 	
12:00 – 01:00	Lunch	
01:00 – 03:30	Continue Development of Action Plans/NOIs	Facilitator
	<ul style="list-style-type: none"> ▪ <i>Schedules, team assignments for developing Subject Areas/OneSC procedures – facilitator is limiting resource</i> 	
03:30 – 04:00	Deliver NOI/Action Plan/Completed Requirement Matrix	MSO
04:00	Adjourn	